



# **Appendices**

**Local Emergency Management  
Committee Meeting**

**Wednesday, 11 September 2024  
at 9:00am**



# Table of Contents

---

5.1 Review of Action list and Business arising

Appendix 1 Item 5.1 Appendix 1 - LEMC Meeting Action Register - 11 September 2024 ..... 4

5.3 Review of LEMC Membership Contact List Updates

Appendix 1 LEMC Membership Contact List ..... 5

5.5 Terms of Reference

Appendix 1 Item 5.5 Appendix 1 - Shire of Murray LEMC Terms of Reference (ToR) - August 2024 ..... 7

6.1 Agency/ Member Reports

Appendix 1 Department of Communities LEMC Update Report ..... 17

Appendix 2 Department Fire and Emergency Services LEMC Update Report..... 20



**Local Emergency Management Committee**  
**Meeting Action Register**  
**2024/2025**

Meeting Date Raised	Item N <sup>o</sup>	Agenda Item N <sup>o</sup>	Subject	Action	Responsible Officer	Completion Date / Status
27 November 2013	09/13	7.1 Appendix 4	<b>AWARE ERM Report</b> <i>Risk Reference 35 – Flood/Flash flooding</i> Develop a Local Flood Management Plan	<b>03/11/2021</b> – SES to follow up.	D/O Natural Hazards DFES Unit Manager Murray SES	Deferred
17 February 2021	01/21	6.6	Evacuation Workshop to be organised with Bedingfeld Aged Care Facility	<b>01/11/2023</b> – J Kowal to follow up previous information about the Evacuation Workshop with Bedingfeld Aged Care Facility.	Bedingfeld Aged Care Facility and LEMC membership	Not Started
1 November 2023	01/23	4.1	Murray Airfield Plane Crash exercise.	<b>01/11/2023</b> – J Kowal to arrange a meeting with the LEMC Chairpersons, DFES and Police to discuss and develop LEMC exercise that may include a Murray Airfield Plane Crash scenario during 2024/25.	J Kowal	Not Started





## LEMC Membership Contact Register

(As at 20 August 2024)

**NOTE: The contents of this LEMC contact register are considered as strictly private & confidential and the contents are not to be provided to any member of the public unless prior approval is provided by the Shire of Murray CEO.**

Voting Members			
Organisation	Name	Address	Contact Details
Shire of Murray	Cr. Stuart Kirkham (Councillor / LEMC Chairperson)	%/- Shire of Murray PO Box 21 Pinjarra WA 6208	0427 868 306 <a href="mailto:skirkham@murraycouncillor.wa.gov.au">skirkham@murraycouncillor.wa.gov.au</a>
	Mr. John Kowal (LEMC Executive Officer) (Local Recovery Coordinator)		[REDACTED]
	Ms. Nicole Stevens (Community Emergency Services Coordinator & Chief Bush Fire Control Officer)		[REDACTED]
	Mr. Ben Jordan (Manager Murray Aquatic & Leisure Centre)		[REDACTED]
WAPOL (Pinjarra)	Snr Sgt. Clyde Pearson (LEC / LEMC Deputy Chairperson / Pinjarra – OIC)	24 George Street Pinjarra WA 6208	[REDACTED]
WAPOL (Dwellingup)	Sgt. Dan Forman (Dwellingup Police Station)	55 McLarty Street Dwellingup WA 6213	[REDACTED]
Alcoa Australia (1 x Representative per meeting)	Mr. John Humphreys (Health and Safety Manager)	184 Willowdale Road Wagerup WA 6215	[REDACTED]
	Mr. Wade Goodhill (Emergency Response Supervisor)	PO Box 172 Pinjarra WA 6208	[REDACTED]
	Mr. Mark Rogers TBC	TBC	[REDACTED]
Bedingfeld Park Inc	Ms. Leanne Hay (Chief Executive Officer)	PO Box 762 Pinjarra WA 6208	[REDACTED]
Department of Communities - Child Protection and Family Support	Ms. Kirrily Clarke (Regional Coordinator South Metro)	5 Newman Court Fremantle WA 6160	[REDACTED]
Department of Fire and Emergency Services (DFES) (1 x Representative per meeting)	Mr. Brian Penman (District Officer – Emergency Management – DFES South West)	Lot 719 South Western Highway Bunbury WA 6230	[REDACTED]
	Ricky Southgate (Acting District Officer – Emergency Management – DFES South West)		[REDACTED]
Murray SES	Mr. Paul Dwyer (Unit Manager)	PO Box 341 Pinjarra WA 6208	[REDACTED]
Pinjarra Volunteer Fire & Rescue Service	Mr. Ken Jones (Brigade Captain)	Lot 69 Murray Street Pinjarra WA 6208	[REDACTED]
St John Ambulance (1 x Representative per meeting)	Ms. Christine Hunter (Station Manager – Pinjarra Sub Centre)	PO Box 123 Pinjarra WA 6208	[REDACTED]
Pinjarra Primary School	Mr. Christian Louis (Principal)	Dixon Avenue Pinjarra WA 6208	[REDACTED]

Ex-Officio Members			
Organisation	Name	Address	Contact Details
Shire of Murray	Mr. Dean Unsworth (Chief Executive Officer)	%/- Shire of Murray PO Box 21 Pinjarra WA 6208	[REDACTED]
Shire of Murray	Mrs. Tracie Unsworth (Director Corporate Services) (Deputy Local Recovery Coordinator)	%/- Shire of Murray PO Box 21 Pinjarra WA 6208	[REDACTED]
Shire of Murray	Mr. Phil Stevens (Manager Environmental Health)	%/- Shire of Murray PO Box 21 Pinjarra WA 6208	[REDACTED]
Shire of Murray	Ms. Bella Harrison (Senior Administration Officer)	%/- Shire of Murray PO Box 21 Pinjarra WA 6208	[REDACTED]
Shire of Murray	Mr. Adrian Eppen (Ranger/Bushfire Mitigation Officer)	%/- Shire of Murray PO Box 21 Pinjarra WA 6208	[REDACTED]
Shire of Murray	Mr. Peter Thurkle (Deputy Chief Bush Fire Control Officer)	%/- Shire of Murray PO Box 21 Pinjarra WA 6208	[REDACTED]
Shire of Murray	Mrs. Justyn Bennett (Deputy Chief Bush Fire Control Officer)	%/- Shire of Murray PO Box 21 Pinjarra WA 6208	[REDACTED]
Department of Communities - Child Protection and Family Support	Anthony Nemeth (Regional Manager)	5 Newman Court Fremantle WA 6160	[REDACTED]
	Naomi Jory (Regional Officer North Metro)		[REDACTED]
DFES (Emergency Management)	Ms. Cate Willey (District Emergency Management Advisor – Metropolitan Operations)	91 Leake Street Belmont WA 6104	[REDACTED]
Department of Health	Mr. Karl Gill (Manager Emergency Preparedness Disaster Response)	Elanora Drive Cooloongup WA 6168	[REDACTED]
DBCA - Parks and Wildlife Service	Ms Inez Howell (Acting Senior Ranger – Lane Poole Reserve)	[REDACTED]	[REDACTED]
Department of Primary Industries and Regional Development	Ms. Cherie Sandilands Officer DPIRD	TBC	TBC [REDACTED]
Harvey Water	Mr. Cameron Norris (WHS Advisor)	[REDACTED]	[REDACTED]
Main Roads WA	Mr. Dave Cormack (Routine Maintenance Works Manager)	Lakes Road Mandurah WA 6208	[REDACTED]
	Mr. Bruce Hancock (Maintenance Planning Manager)	[REDACTED]	[REDACTED]
Water Corporation	Mr. Kurt Berg (Manager Resource Recovery - TaRR)	TBC	[REDACTED]
Western Power	Mr. Joel Costin TBC	[REDACTED]	(08) TBC [REDACTED]
Guests			
Organisation	Name	Address	Contact Details
Community Representative - Shire of Murray	Ms. Christine Thompson JP (Representative)	[REDACTED]	[REDACTED]



Local Emergency  
Management Committee (LEMC)

# Terms of Reference

**Shire of Murray**  
**Local Emergency Management Committee**

---

**Table of Contents**

<b>1. TITLE .....</b>	<b>3</b>
<b>2. MISSION STATEMENT .....</b>	<b>3</b>
<b>3. PURPOSE.....</b>	<b>3</b>
<b>4. SCOPE.....</b>	<b>3</b>
<b>5. LEMC MEMBERSHIP ROLES AND RESPONSIBILITIES.....</b>	<b>3</b>
5.1 Chairperson .....	3
5.2 Local Emergency Coordinator/s .....	3
5.3 Executive Officer.....	4
5.4 Committee Members .....	4
Members of the LEMC are required to fully complete the "Member Report" as seen at Appendix A prior to each meeting Membership .....	4
<b>6. GENERAL.....</b>	<b>6</b>
6.1 Agenda Items.....	6
6.2 Minutes & Meeting Papers .....	6
6.3 Meeting Schedule .....	6
6.4 Proxies to Meetings .....	6
6.5 Other Attendees.....	6
6.6 Quorum Requirements .....	6
6.7 Decision making.....	6
6.8 Powers of the LEMC.....	7
6.9 Code of Conduct.....	7
6.10 Amendments.....	7
6.12 Signed .....	8

## Terms of Reference

### 1. Title

The name of the Committee shall be the Shire of Murray Local Emergency Management Committee and hereafter referred to as ("**LEMC**").

### 2. Mission Statement

The LEMC is committed to working with residents, hazard management/support agencies, and stakeholders to develop and maintain local arrangements that support the community during an emergency.

### 3. Purpose

A LEMC is established under s.38 of the *Emergency Management Act 2005* to develop and maintain effective emergency management arrangements for the local district. Section 39 of the *Emergency Management Act 2005* specifies that the role of the Committee is to:

- Advise and assist the local government in ensuring that local emergency management arrangements are established for its district.
- Liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and
- Carry out other emergency management activities as directed by the State Emergency Management Committee or prescribed by the regulations.

Under s.38(4) of the *Emergency Management Act 2005* the constitution and procedures of Local Emergency Management Committees are set by State Emergency Management Committee (SEMC). These terms of reference are consistent with the State Emergency Management Procedures in this regard.

#### 3.1 Scope

The LEMC is for the planning and preparation for emergency management incidents and to meet the requirements of relevant legislation, policy statements and other emergency management related standards within the Shire of Murray local government districts.

### 4. LEMC Membership Roles and Responsibilities

In addition to the normal roles assigned to office bearers of a committee, the following roles are specific to the needs of the LEMC:

#### 4.1 Chairperson

The LEMC Chairperson shall be a Shire of Murray Council representative, appointed for a period of two (2) years in line with local government elections.

The Chairperson shall ensure that their respective Council is kept fully informed of emergency management discussions and/or decisions from the LEMC meetings.

In the absence of the Chairperson, the Deputy Chairperson shall preside over the meeting. In the absence of both the Chairperson and the Deputy Chairperson, a Presiding Officer may be elected by the voting members present at the meeting.

#### 4.2 Local Emergency Coordinator/s

The Local Emergency Coordinator shall be the respective Officer in Charge of the Pinjarra Police District. The role of the Local Emergency Coordinator is:

---

- to provide advice and support to the local emergency management committee for the district in the development and maintenance of emergency management arrangements for the district,
- to assist hazard management agencies in the provision of a coordinated response during an emergency within their respective district,
- to carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator.

The Local Emergency Coordinator assumes the role of the LEMC Deputy Chairperson in the absence of the Chairperson. The Deputy Chairperson should deputise for the Chairperson as required and chair any Sub-Committees or Working Groups.

The Deputy Chairperson is responsible for informing the Chairperson as to the salient points raised and/or agreed decisions at the meeting.

#### **4.3 Executive Officer**

The Shire of Murray Manager Ranger and Community Safety is the LEMC Executive Officer, who is responsible for coordinating the business of the committee and for arranging administrative support. The role of the Executive Officer is:

- to prepare and distribute meeting agenda's, minutes and appendices, as required,
- to distribute correspondence to the committee that pertain to emergency management matters,
- to document and update actions items and Business Plan strategy outcomes and present to the committee each quarter,
- to coordinate the development and submission of committee documents in accordance with legislative and policy requirements, including an Annual Preparedness Report, Annual Business Plan and maintenance of LEMA's,
- to provide advice to the Chairperson and LEMC membership as required,
- to facilitate communication between the LEMC and Executive Officer of the District Emergency Management Committee (DEMC) - South Metro, and
- attend meetings of DEMC as required.

#### **4.4 Committee Members**

Members of the LEMC are expected to actively participate in scheduled meetings and provide any technical advice as relevant to their role and/or representation of their agency. Committee members shall:

- attend all scheduled meetings and if necessary nominate a proxy,
- assist with the development of the Annual Business Plan,
- provide support to and participate in LEMC exercises,
- ensure tasks and actions assigned to members are progressing toward completion,
- be genuinely interested in the initiative and the outcomes being pursued.

Members of the LEMC are required to fully complete the "Member Report" as seen at **Appendix A** prior to each meeting Membership

The LEMC membership shall comprise of:

**Voting Members**

External Representatives

- Alcoa Australia Representative
- Bedingfeld Park Aged Care Representative
- Child Protection and Family Services – Senior District Emergency Services Officer
- Department of Fire and Emergency Services – Regional Office Representative
- Murray State Emergency Service – Unit Manager
- Pinjarra Volunteer Fire and Rescue – Brigade Captain
- St John Ambulance Representative
- Network of Schools Representative
- WA Police – OIC Pinjarra Police District | Local Emergency Coordinator
- Quambie Park Representative

Shire Representatives

- Shire of Murray Councillor – Chairperson
- Shire of Murray – Local Recovery Coordinator or Deputy Local Recovery Coordinator
- Shire of Murray – Ranger & Community Safety Administration Officer
- Shire of Murray – Chief Bush Fire Control Officer
- Shire of Murray – Manager Murray Leisure and Aquatic Centre

**Ex-Officio Members**

- Shire of Murray – Chief Executive Officer
- Department of Communities – Local Welfare Coordinator
- Department of Fire and Emergency Services – District Emergency Management Advisor – Metropolitan
- Department of Health Representative
- Department of Biodiversity, Conservation and Attractions
- Department of Primary Industries and Regional Development Representative
- Harvey Water Representative
- Main Roads WA Representative
- Water Corporation Representative
- Western Power Representative

Other persons (specialist advisors) may be invited to attend meetings, (as determined by the LEMC Executive Officer from time to time), to offer specialist advice on a range of matters pertaining to emergency management.

## **5. General**

### **5.1 Agenda Items**

All agenda items must be forwarded to the Executive Officer fourteen (14) days prior to the next scheduled meeting.

The agenda, with attached meeting papers will be distributed at least five (5) days prior to the next scheduled meeting.

### **5.2 Minutes & Meeting Papers**

Meetings are to be conducted in accordance with the *Shire of Murray Meeting Procedures Local Law 2019*.

The Executive Officer shall be responsible for keeping detailed minutes of all business tabled at meetings. Full copies of the minutes, including attachments, shall be provided to all LEMC members no later than thirty (30) working days following each meeting.

The minutes of each meeting are to be submitted to the next ordinary Council meeting for conformation in accordance with Section 5.22(2) of the *Local Government Act 1995*.

The minutes will be monitored and maintained by the Executive Officer as a complete record as required under provisions of the *Archives Act 1983*.

### **5.3 Meeting Schedule**

The LEMC shall meet at the Shire of Murray administration building unless otherwise determined by the LEMC, on a date as determined by the LEMC from time to time in February, May, August and November of each year

\* The meeting held in August shall be deemed to be the first quarter meeting

### **5.4 Proxies to Meetings**

Members can nominate a proxy to attend on their behalf. Proxies must be fully briefed prior to the meeting. The nominated proxy shall have the same voting rights at the attended meeting as the voting member they are replacing.

The nominated proxy may participate in discussion and provide relevant comments/feedback on behalf of the member they are representing.

### **5.5 Other Attendees**

Meeting attendance is by invitation only however invitations can be extended to internal Shire representatives, external organisations and service providers to guide and advise on specific topics as identified and agreed to by the Committee.

Councillors, who are not part of the Committee are invited to observe meetings, however they are not entitled to participate in the meeting and in the event of a vote, do not have a vote.

### **5.6 Quorum Requirements**

Quorum for a meeting is conditional on a representative or proxy from a minimum number of committee members as an authorised meeting for the recommendations or resolutions to be valid.

The quorum for the committee shall be at least 50% of its voting membership in accordance with Section 5.19 of the *Local Government Act 1995*.



**5.7 Decision making**

Decisions of the Committee shall be in accordance with the Section 5.20 of the *Local Government Act 1995*.

At all meetings each voting member present is entitled to one vote and in the case of a tied vote the Presiding Chairperson has a casting vote in accordance with Section 5.21(3) of the *Local Government Act 1995*.

The Chair may take part in a discussion on any matter before the committee in accordance with Clause 4.7 of the *Shire of Murray Meeting Procedures Local Law 2019*.

**5.8 Powers of the LEMC**

The LEMC has no delegated powers under Section 5.16 of the *Local Government Act 1995* and only provides recommendations to the respective Council/s.

**5.9 Code of Conduct**

Committee members will be expected to conduct themselves in a manner that supports a positive culture and outcomes for the group including:

- providing an apology in advance if attendance is not possible.
- seeking to obtain and represent the views of the broader community and / or the specific organisation / group represented.
- disseminating authorised information with the community in an unbiased manner.
- acting in good faith, with honesty, integrity and fairness at all times.
- respecting the ideas and beliefs of all members and endeavouring to create a positive working environment.
- notifying the Shire of any potential conflict of interest that may arise with respect to participation in this group.
- agreeing not to disseminate confidential information that is discussed at the meeting as advised by the Chair.
- agreeing not to make any media comment on behalf of the LEMC in relation to the work of the Committee unless approved by Council.

All Committee members must adhere to the provisions of the *Local Government Act 1995* related to the disclosure of interests as if the Committee was a Committee of Council.

External members of the Committee must also adhere to the provisions of any adopted Code of Conduct for Council Members, Committee Members and Candidates, as if they were a Councillor attending a Committee of Council.

Failure to adhere to the provisions related to conduct and interest may result in Council removing the member from the Committee. The CEO is responsible for determining appropriate actions relating to dispute resolution.

**5.10 Amendments**

The Terms of Reference shall be reviewed biennially from the date of approval or as otherwise required from time to time to meet the operational needs of the LEMC and to retain currency.

---

**6.11 Amendment Record**

<b>Nº</b>	<b>Date</b>	<b>Amendment Details</b>	<b>Resolution Number</b>
1	17 February 2021	Original Document - Adopted.	Committee Recommendation LEMC21/003. SoM OCM21/058 - 22 April 2021. SoW OCM21/04/038 - 27 April 2021.
2	8 August 2022	Amended Document - Adopted.	Committee Recommendation LEMC22/005. SoM OCM22/097 - 25 August 2022. SoW OCM22/08/104 - 23 August 2022.
3	1 February 2023	Amended Document - Adopted.	Committee Recommendation LEMC23/003 - 1 February 2023. SoM OCM23/007 – 23 February 2023. SoW OCM/02/004 - 28 February 2023.
4	August 2024	New SoM LEMC Terms of Reference	?

This Terms of Reference has been prepared and endorsed by the Shire of Murray Local Emergency Management Committee on *DD/MM/YYYY* and will be ongoing until amended or terminated by agreement of the majority of all the group members.

**6.12 Signed**

<b>Cr. Stuart Kirkham</b> <b>Shire of Murray Local Emergency Management Committee Chairperson</b>	
<b>Dean Unsworth</b> <b>Shire of Murray</b> <b>Chief Executive Officer</b>	

Shire of Murray Local Emergency Management Committee (LEMC)

DRAFT Terms of Reference – August 2024

**Appendix A**

**Shire of Murray**  
**Local Emergency Management Committee**  
**Member Report**

<b>Agency</b>	
<b>Position</b>	
<b>Report Author [Name]</b>	
<b>Report Date</b>	

**1.1 Emergency Management Achievements**

--

**1.2 Priorities / Risks / Critical Issues**

--

**1.3 Exercises**

--

**1.4 Training**

--

**1.5 Operations**

--

Shire of Murray Local Emergency Management Committee (LEMC)

DRAFT Terms of Reference – August 2024

**1.6 Reviews****1.7 Other Information/Comments**



Government of Western Australia  
Department of Communities



# Emergency Relief and Support

## Local Emergency Management Committee Update 1<sup>st</sup> Quarter 2024 – 2025

For activation of the Emergency Relief and Support (ERS) services for hazards defined under the WA Emergency Management Arrangements call 0418 943 835 24 hours/7 day.

### North and South Metro Team

The Metro team now has permanent positions in place and looks forward to working with the LEMC. Please do not hesitate to contact the team within your region for any discussions.

Anthony Nemeth: Regional Manager [Anthony.Nemeth@communities.wa.gov.au](mailto:Anthony.Nemeth@communities.wa.gov.au)

Ryan Hamblion: North Metro Regional Coordinator [Ryan.Hamblion@communities.wa.gov.au](mailto:Ryan.Hamblion@communities.wa.gov.au)

Kirrily Clarke: South Metro Regional Coordinator [Kirrily.Clarke@communities.wa.gov.au](mailto:Kirrily.Clarke@communities.wa.gov.au)

Naomi Jory: Regional Officer for Metro region [Naomi.Jory@communities.wa.gov.au](mailto:Naomi.Jory@communities.wa.gov.au)

## Quarterly priorities

### Emergency evacuation centre training

- The emergency evacuation centre training has been enhanced and revised to boost the knowledge and confidence of Communities district teams, local government and other partnering agencies to work within an emergency evacuation centre.
- This dynamic, interactive three-hour training enables participants to design and set up an evacuation centre, while navigating a variety of scenarios staff may encounter in such settings.
- Participants will include a cross section of Communities staff and local government agencies to foster collaboration and relationship building.
- Whenever possible, training will be held in designated evacuation centres to provide hands-on experience.

**The ERS team will be in contact to arrange a training schedule and identifying dates and locations.**

### Planning and Preparedness

- The ERS Directorate are keen to work with Local Governments and partners in preparations and exercising. If you are running any exercises or events that would be of value and appropriate for ERS to attend, please let your ERS Regional Coordinator know.

LEMC Background Information – 1<sup>st</sup> Quarter 2024 – 2025**Planning and Preparedness**

**The ERS Directorate can support the local government by reviewing your emergency kits ensuring that appropriate items and resources are available.**

**Update of the Local Emergency Relief and Support Plans (LERSP)**

- The ERS Directorate are currently reviewing the Local Emergency Relief and Support Plans (LERSP).
- The LERSP details the operational management and coordination of ERS under the Western Australian (WA) Local Emergency Management Arrangements (LEMAs).
- It is planned to have the LERSP tabled on the agenda for the 2<sup>nd</sup> Quarter LEMC meetings for 2024.

**The ERS team will be in contact to request feedback and information to complete the LERSP for your region.**

**State-wide audit evacuation centres**

- The ERS Directorate is completing audits of the State's nominated evacuation centres.
- The audits are to identify hazard-specific risks relevant to the region and to identify opportunities for local governments to upgrade facilities to mitigate these risks.
- The Directorate would like to engage with local governments (LGs) and WALGA to discuss opportunities through the Disaster Ready Fund grants for 2025 to improve these facilities and mitigate risks in emergency events.

**Discussions are encouraged with your region if you are planning any new evacuations centres or upgrades to existing ones.**

**Recovery Activities Update****Communities 2023/24 High Threat Season Activations**

The ERS Directorate would like to acknowledge and thank all our local and state partners for the assistance and support provided over the 2023-24 season.

Since October 2023, there has been a total of 40 events supported by Communities including:

- Activation under the AUSRECEPLAN– Israel and Gaza repatriation
- Pre-planning undertaken for 3 high threat weather events, that didn't result in activation.
- 457 people were supported during events through our client management system
- 1 active and declared recovery event (under Disaster Recovery Funding Arrangements) - Mariginiup Fire.
- just prior to Christmas 2023, there were 6 activations supported by Communities over just 2 days (20-22 December).

Our team looks forward to working with you all over the coming months as we prepare for the 2024-25 season.



LEMC Background Information – 1<sup>st</sup> Quarter 2024 – 2025**Communities Recovery Activities****Kimberley Floods Recovery Program**

- The Kimberley Flood Recovery Team continues to support impacted residents, through the Hub.
- In addition, to supporting impacted residents with their claims and eligibility requirements is also extended to practical, personal and wellbeing supports.
- At present there are five projects supporting Fitzroy Valley individuals and communities, in varying capacities, and we are reviewing the scope for future project requirements.
- We are currently working with the Housing Team and the Hub, to ensure residents understand their rights and obligations as they begin their journey from their temporary accommodation units to their home.

**Mariginiup Fires Recovery Program**

- Communities is supporting the City of Wanneroo to deliver the psychosocial wellbeing and financial support elements of the recovery program.
- Communities has engaged several psychologists to support impacted resident referrals and has delivered a financial assistance package aimed at supporting the replacement of essential household items damaged in the fires.
- Communities is currently supporting the City with site visits to damaged properties to commence the clean-up program to ensure residents have access to support services if required.
- [Mariginiup Bushfire Recovery Information.pdf](#)

**Bunbury Storms Recovery Program**

- As of 15 July, Communities are supporting 9 people in supported accommodation.
- Communities have begun providing return home packages which include food boxes and prepaid cards for individuals transitioning home.
- Communities have finalised psychological services and beginning to triage requests via the approved providers.
- Communities have finalised category 3 and 4 financial assistance and will begin a targeted outreach of known impacted people.
- Communities Disaster Response Hotline remains open for support in the absence of HUBS. Communities' officers are engaging regularly with impacted individuals via this hotline.
- Communities is finalising a procurement process with Red Cross for the recovery training program being delivered to the city.

**Disaster Ready Fund**

Several LGs in Western Australia (WA) submitted applications for the Disaster Ready Fund (DRF) in 2024 to support the improvement of their facilities used as evacuation centres.

The ERS Directorate had the opportunity to review LGs applications for the Disaster Ready Fund (DRF) provided to the Department of Fire and Emergency Services (DFES) for 2024 and assessed that the projects would contribute to the State's ability to provide emergency accommodation for evacuating communities. All applications were considered suitable to progress for further consideration in the DRF process.

**LOCAL EMERGENCY MANAGEMENT COMMITTEE  
DISTRICT EMERGENCY MANAGEMENT ADVISOR REPORT  
August to October 2024**

**STATE NEWS**

The last meeting of the State Emergency Management Committee (SEMC) was held 7 August 2024 with the next meeting scheduled for 2 October 2024, followed by the last meeting of the year on 04 December 2024. SEMC Communiques can be found [here](#).

**STATE CONSULTATION REQUESTS**

**Review - State Hazard Plan Human Biosecurity – Dept of Health**

The Department of Health has recently undertaken a comprehensive review of the State Hazard Plan - Human Biosecurity. The DFES State Emergency Management Policy Branch is now seeking broad stakeholder feedback on the proposed amendments and welcomes other questions or comments you have in relation to this Plan.

State Hazard Plan - Human Biosecurity

The DFES State EM Policy Branch is conducting consultation via [Engage WA Emergency Management](#).

**Please submit your feedback by COB 8 November 2024.**

**Review - State Hazard Plan Fire – DFES**

The Department of Fire and Emergency (DFES) is progressing a comprehensive review of the State Hazard Plan - Fire. This strategic level plan provides an overview of arrangements for the management of fire emergencies in Western Australia.

For the initial phase of the review, DFES is seeking feedback on the existing [State Hazard Plan - Fire](#) from agencies with responsibilities within the Plan, including Local Government.

For further information and to provide feedback go to the [State Hazard Plan - Fire consultation webpage](#).

Feedback received will inform DFES' development of a draft State Hazard Plan - Fire and proposed amendments which will be provided for broad consultation with emergency management stakeholders later in the year.

**Review - State Recovery Arrangements in the EM Framework – DFES**

The Department of Fire and Emergency Services (DFES) is undertaking a review of state level recovery coordination and governance arrangements provided in the State Emergency Management Framework.

The purpose of the review is to better define when and how the state government will provide recovery coordination support to local governments and communities following emergencies. This will include clarifying the role, membership, responsibilities and accountability of key state level recovery coordination positions and groups and the DFES Resilience and Recovery Portfolio.

The review will not change the role and responsibilities currently held by local government under the Emergency Management Act 2005 and State Emergency Management Framework, however it will clarify the circumstances and arrangements for state support to local governments and/or involvement of a state appointed recovery coordinator.



Disaster Recovery Funding Arrangements are **not** a focus of this review.

### Local Government Focus Group Sessions

As part of the review, DFES have conducted 2 focus group sessions in June with local government representatives that have recent disaster recovery experience. The purpose of the focus group sessions was to test the policy options and obtain preliminary feedback to inform the review.

All local governments and the emergency management sector will have the opportunity to review the proposed changes and provide feedback via a formal three-month consultation period later this year. The consultation period will include a program of webinars and engagement sessions for local government.

Following the consultation period, proposed amendments will be presented to SEMC for consideration.

### Review – State Support Plan- Animal Welfare in Emergencies

Department of Primary Industry and Regional Development is undertaking a comprehensive review of [State Support Plan – Animal Welfare in Emergencies](#). The purpose of the State Support Plan - Animal Welfare is to provide the community of Western Australia, including emergency services and the animal management sector, with a document that integrates arrangements for animal welfare with the State's formal management arrangements to ensure that animals are planned for and their welfare is appropriately addressed in any emergency.

The DFES State Emergency Management Policy Branch is now seeking broad stakeholder feedback on the proposed amendments and welcomes other questions or comments you have in relation to this Plan via [Engage WA Emergency Management](#).

**The consultation period closed on 12 August 2024.**

SEMC have also approved an extension for the comprehensive review of:

- State Hazard Plan – Energy Supply Disruption (to August 2024)
- State Hazard Plan – Human Biosecurity (to December 2024).

## STATE ADVICE

### Amendments to State Emergency Management documents

DFES has completed the periodical comprehensive review of the State Hazard Plan – Hazardous Materials Emergencies (HAZMAT). The term 'hazardous materials' was removed from the title to reduce the confusion between the definition of a 'hazardous substance' within the *Emergency Management Act 2005* and the definition of 'hazardous materials' in the *Fire Brigades Act 1942*, and the *Fire and Emergency Services Act 1988*. The plan is now known as State Hazard – HAZMAT.

DFES has amended the State Hazard Plan - Fire and State Hazard Plan - Severe Weather following further implementation of the Australian Warning System framework across cyclone, flood and storm warnings.

Consequential amendments to the Local Recovery Guideline and resources were redesigned to increase accessibility of the documents and bring the documents in line with the West Australian Government's accessibility and inclusivity standard. Please note the DFES State Recovery Team has initiated a comprehensive review process to further review this guideline as more substantial amendments were required to meet the current recovery needs. Local governments do not need to amend their current plans to match these revised documents.

The WA Police Force has amended the State Hazard Plan – Hostile Act, and State Hazard Plan – Terrorist Act to incorporate the consequential statement of fact amendments as a result

of removing chemical, biological, and radiation (CBR) emergency from State Hazard Plan – HAZMAT. As described in State Hazard Plan – HAZMAT, DFES will continue to provide a HAZMAT (chemical, radiological or other substance) capability to hostile act or terrorist act incidents managed by the WA Police Force.

### **The 2023 Emergency Preparedness Report**

The 2023 Emergency Preparedness Report has now been released. This report is a snapshot in time of the level of emergency management capability and preparedness we have, as a state, to manage before, during and after emergency events. It highlights our strengths, weaknesses and areas for improvement statewide, and combines the input from about 170 agencies.

### **[2023 Emergency Preparedness Report](#)**

### **Local Emergency Management Committee Handbook and useful tools**

The [LEMC handbook](#) provides local governments with a summary of the actions and best practice principles as required under section 38 – 40 of the Emergency Management Act 2005, State Emergency Management Policy, procedures, and guidelines.

The LEMC Handbook provides a summary of the WA emergency management arrangements, key roles, and responsibilities and best practice advice for the administration of LEMC.

The Handbook also includes sample LEMC Terms of Reference and Meeting Agenda templates, which can be downloaded from the SEMC website.

### **Australian Warning System (AWS)**

Western Australia has adopted national consistency for cyclone, storm and flood warnings through the [Australian Warning System \(AWS\)](#). The wet weather hazards join bushfire and heatwave in using the AWS colours, icons and warning levels. Warnings also feature an action statement in the headline, giving clear advice to the community about how to stay safe.

### **Disaster Recovery Funding Arrangements**

Natural disasters or terrorist acts can result in large-scale expenditure in the form of emergency and recovery assistance. To assist with this financial burden, the Australian and Western Australian governments have joint arrangements in place to provide financial assistance in certain circumstances. These arrangements are referred to as the Disaster Recovery Funding Arrangements Western Australia (DRFAWA) and are administered by the Department of Fire and Emergency Services (DFES) on behalf of the WA State Government.

Recovery from disasters is a shared responsibility between individuals, households, businesses, communities and governments. The arrangements are designed as a safety net when costs to undertake recovery activities from an eligible disaster become significant.

For assistance to be made available under the DRFAWA, the event must meet all three of the following criteria:

1. The event was one or a combination of the ten specified disasters including bushfire, earthquake, flood, storm, cyclone, storm surge, landslide, tsunami, meteorite strike, tornado; or the event was a terrorist act.
2. A coordinated, multi-agency response was required.
3. Eligible expenditure relating to emergency assistance, damage to essential public assets and/or other eligible assistance provided in relation to the event exceeds \$240,000 across the affected local government areas.

For more information go to <https://www.dfes.wa.gov.au/recovery-funding>

For any queries, please email [drfawa@dfes.wa.gov.au](mailto:drfawa@dfes.wa.gov.au) or call 1800 920 659.

### DISTRICT NEWS

There are currently no District Emergency Management Committee meetings scheduled however with the new DEMA Metropolitan commencing planning will get under way as soon as practicable.

More information can be found by contacting the DEMC Executive Officer's:

DEMC South and East  
Cate Willey  
M: 0427 162 486  
E: [cate.willey@dfes.wa.gov.au](mailto:cate.willey@dfes.wa.gov.au)

DEMC North and Central  
Donna Morgan  
M: TBA  
E: [donna.morgan@dfes.wa.gov.au](mailto:donna.morgan@dfes.wa.gov.au)

### LOCAL NEWS

#### LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

Please check the due date for your five-yearly LEMA reviews and allow a minimum of six months to complete the LEMA review process. Funding opportunities are available to assist with LEMA reviews.

#### **The Local Emergency Management Arrangements Improvement Program**

Building on the previous work of the LEMA Review, the LEMA Improvement Program will continue working toward the goal of a more capable and resilient community, through a local approach to emergency management. To deliver on the commitment of a sector-led LEMA improvement process, the WA Local Government Association (WALGA) is partnering with SEMC. WALGA will work on behalf of local government, making sure that the sector is consulted, and their feedback guides the reform of local emergency management.

The projects that make up the LEMA Improvement Program will be fulfilled in phases. Phase 1 has commenced, with the following key activities underway:

- LEMA pilot program development
- Recruitment for a resource to undertake the local government emergency management policy work
- Setting up governance structures and groups.

***Given the timeframes of the program please don't delay in preparing any LEMA that are due or nearly due for their 5-year review.***

#### **District Emergency and Local Emergency Management Committees Review**

In May 2022 SEMC meeting, members approved a review of the roles of District Emergency Management Committee (DEMC) and Local Emergency Management Committees (LEMC).

For more information go to:

<https://www.wa.gov.au/organisation/state-emergency-management-committee/review-district-and-local-emergency-management-committees>

#### GRANT PROGRAM UPDATES

The State Emergency Management Committee (SEMC) oversees the distribution of grant funding to support activities that reduce disaster risk and enhance WA's resilience to disasters.

Information on funding opportunities can be found [here](#).



## 2024 SEMC MEETING SCHEDULE

- 2 October 2024
- 4 December 2024

Complied by: District Emergency Management Advisor  
Metropolitan  
Department of Fire and Emergency Services